



State of Washington

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

*PO Box 45811, Olympia WA 98504-5811*

October 16, 2006

TO: All Potential Bidders

FROM: Sandra Elliot, RFQQ Coordinator  
DSHS / Central Contract Services

SUBJECT: **Amendment No. 6 – DSHS Schedule Change,  
Additional Questions Requiring Responses,  
Scoring Changes**  
Request for Qualifications and Quotations #0642-336  
Part D Switching

**Responses to Amendment 6 are limited to only those bidders who submitted bids on or before the deadline of September 22, 2006.**

Upon completion of the initial evaluation process of bids submitted on or before September 22, 2006, DSHS determined that it required additional clarification of some responses and some additional information before an apparently successful bidder could be identified.

The following DSHS **Schedule Changes** are issued as Amendment No. 6 to the Request for Qualifications and Quotations identified above and issued August 24, 2006.

**Section II C. Procurement Schedule is modified to read as follows:**

Item 6 H. Technical/Cost Proposal Clarification Questions	Oct. 16, 2006
Item 7 Bidder Questions Due	Oct. 19, 2006
Item 8 DSHS Responses to Bidder Questions	Oct. 20, 2006
<b>Item 9 H. Proposal Due</b>	<b>Oct. 26, 2006</b>
Item 10 Evaluation Process	Oct. 27, 2006
Item 11 Notification of Apparently Successful Bidder	Oct. 30, 2006
Item 12 Bidder's Request for Debriefing Due by 5:00 PM	Nov. 1, 2006
Item 13 Hold Debriefing Conferences	Nov. 3, 2006
Item 14 Bidders' Protest(s) Due	Nov. 9, 2006
Item 15 Contract Execution Anticipated	Nov. 17, 2006
Item 16 Implementation of Switching Services	Dec. 15, 2006

**Section III Proposal Contents is modified to add the following:**

**H. Technical/Cost Additional Questions**

1. Provide a diagram detailing the network connectivity. The diagram or additional information should detail the entire communication process, from system request to response back to the WORx system, itemization of each piece of hardware and software required. In addition, describe the practices, procedures and technologies that will be used to ensure that DSHS standards for security and HIPAA standards for privacy are met for data in transit as well as data stored at your facilities. Include applicable corporate policies related to secure handling of data.
2. If your services require any direct or proprietary connectivity to existing Commercial Off-The-Shelf (COTS) applications hosted at DSHS, describe how you will ensure compatibility with future changes or upgrades to those applications.
3. How is data exchanged between the existing systems at DSHS and the systems that facilitate the services you will provide? Describe the manual and automated processes that will occur and technologies that will be used, including hardware, software and protocols involved as well as who will be responsible for each step of those processes (i.e. DSHS, you or 3<sup>rd</sup> party).
4. Describe the standard practices and procedures that will be used to manage system changes. How will planned changes be communicated, how much notice will be given and what steps will be taken to ensure that changes can be rolled-back if service is interrupted. What steps will be taken to ensure that changes will not break compatibility with related DSHS systems or processes.
5. Describe the maintenance procedures (including scope, frequency and duration) that will be used to maintain each of the services you will provide. Delineate your maintenance schedule particularly identifying when each service is not available.
6. Describe what data protection and disaster recovery measures are in place for the services you will be offering. (Please reiterate this information if it was included in your initial bid.) Include technologies and procedures that are in place as well as the scope of each type of event these measures are intended to cover including how much time to recover from
  - a. Disc failure
  - b. Disaster
7. How will you segregate DSHS client data from other your other clients' data?

8. Any contract resulting from this procurement will include a data sharing agreement delineating DSHS requirements for data security including but not limited to elements such as
  - a. retention cycle of confidential information
  - b. method of deletion of confidential information
  - c. employee non-disclosure agreements
  - d. database security

Do you agree to negotiate a contract including data sharing requirements?

9. Is the cost for connectivity (refer to question 1) embedded in the currently proposed solution (cost proposal already submitted)? If not, what are the additional one-time and/or monthly costs?
10. If there are any, identify on-going costs associated with
  - a. Network implementation
  - b. Technical support

#### **Section IV Evaluation is modified as follows:**

##### **C. Scoring Of Proposals**

The maximum number of evaluation points available is 100.  
The Administrative Requirements are evaluated on a pass/fail basis. The following weighting and points will be assigned to the proposal for evaluation purposes:

##### **WRITTEN PROPOSAL**

Technical Proposal – 25%	30 Points
Experience and Qualifications – 25%	30 Points
Cost Proposal – 25%	30 Points
Technical/Cost Proposal – 25%	30 points

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<b>Sub-Total (for Written Proposal)</b>	<b>120 Points</b>
References [finalist(s) only]	10 Points

<b>TOTAL</b>	<b>130 Points</b>
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Your sub-total score for the written proposal will be the average of the scores of the evaluators who review your written proposal. Your final Total Evaluation Score will be the average points awarded for your written proposal, your references if applicable, and your oral presentations if applicable.